

# How to Set Up an Agency or Office Recycling Program

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# Office Recycling Basics

1. Get Management Support for recycling
2. Determine what materials will be recycled
3. Define recycling collection infrastructure
4. Identify service needs
5. Set up contracts or formalize collection and transportation strategies
6. Promote employee participation

# Office Recycling Basics

- Get Management Support
  - Reasons to recycle:
    - Environmental – conserves natural resources, saves energy, reduces pollution, an agency/business green initiative
    - Economic – may reduce waste disposal costs, provides valuable feedstock to the manufacturing sector, creates jobs
  - Determine available resources to support cost of recycling program
    - Management Support/Directive
    - In-office collection supply needs
    - Funding for service contracts
    - Program promotion and tracking

# Office Recycling Basics

- Determine what materials will be recycled
  - What materials can you recycle?
    - Paper
      - White office, paper stock, mixed paper (junk mail and envelopes), cardboards, poster or other heavy stock papers, newspaper, magazines, books
    - Beverage containers
      - Aluminum cans, plastic bottles, glass bottles
    - Other
      - Toner cartridges, ink jet cartridges, batteries

# Office Recycling Basics

- Define recycling collection infrastructure
  - How will recyclables be collected for recycling?
    - Desk-side bins/boxes
    - Centrally located boxes/containers
    - Exterior containers
  - How will separated recyclables be consolidated for removal?
    - Staff transport
    - House-keeping or contractor collection/consolidation

# Office Recycling Basics

- Identify Service needs
  - Material management
    - Staff collection and transport
    - Housekeeping collection and transport
    - Contractor collection and transport
    - Combination of any of the above

# Office Recycling Basics

- Set up contracts or formalize collection and transportation strategies
  - Identify local recycling service companies
    - Internet search, Yellow Pages, or local government recycling program
    - Ask your current waste hauler about possible recycling services
  - Identify infrastructure needs
    - Containers
    - Service
    - Other (promotional items or support)

# Office Recycling Basics

- Promote employee participation
  - Identify office recycling coordinator(s)
  - Introduce proposed recycling program to staff
  - Track and report on success/problems during start-up
  - Track and report on overall results regularly (monthly newsletters, posters, emails, staff meetings)
  - Reward recycling successes



# Recycling in the Office requires:

- Management support
- Program visibility
- Staff commitment
- Staff participation
- Tracking and reporting

# For More Information

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  - [www.deq.virginia.gov](http://www.deq.virginia.gov)
  - <http://www.paperrecycles.org/guide/work/index.html>
  - [www.dgs.virginia.gov](http://www.dgs.virginia.gov)